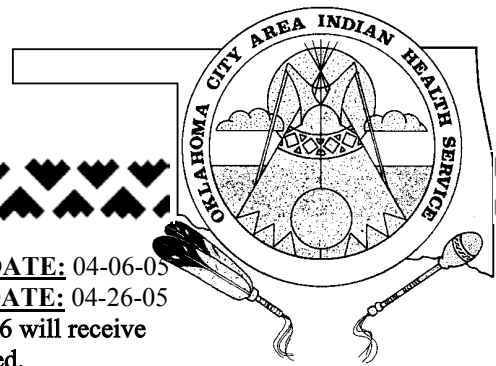


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES



VACANCY ANNOUNCEMENT: TAH 05-16R

POSITION: Health System Specialist, GS-671-11

***Readvertised due to insufficient number of eligibles. All who applied to TAH 05-16 will receive automatic reconsideration updated or missing documents may be submitted if needed.**

DUTY LOCATION: W. W. Hastings Indian Hospital, Tahlequah, Oklahoma

STARTING SALARY: May be adjusted on Present/Former Federal Employees
GS-11: \$50,541 per annum

PROMOTION POTENTIAL: None Beyond GS-11

SUPERVISORY/MANAGERIAL: No.

AREA OF CONSIDERATION: IHS Wide

OPENING DATE: 04-06-05

CLOSING DATE: 04-26-05

RELOCATION EXPENSES: May Be Authorized According
To Federal Regulations

DESCRIPTION OF ASSIGNMENT: The incumbent serves as the Survey Readiness Officer. Incumbent performs, directs and/or coordinates all activities leading to a successful accreditation review. Responsible for completing the Periodic Performance Review, developing plans of actions and measures of success for any identified deficiency. Serves as facility coordinator for policy and procedure development and is responsible for the development, maintenance, and revision of hospital-wide policies and procedures. Responsible for researching, interpreting and advising key individuals regarding JCAHO and other external review requirements. Participates in workshops, seminars, conferences, etc., to maintain currency in the theory and practice of adult education. Responsible for researching, interpreting and advising key individuals regarding JCAHO and other external review requirements. Participates in workshops, seminars, conferences, etc., to maintain currency in the theory and practice of adult education. Conducts surveys to identify training and development needs of employees. Analyzes results obtained and submits recommendations to supervisor. Responsible for developing, promoting, conducting, implementing and evaluating training programs required to meet all accrediting agency requirements for annual education. Travel associated with overnight stays of up to 4 consecutive days duration is required to successfully perform the duties and responsibilities of this position. Incumbent is required to operate government motor vehicles and must possess a valid vehicle operator's license.

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

REASONABLE ACCOMMODATIONS: Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the Indian Health Service.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

VETERANS PREFERENCE: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service may apply.

OPEN TO ALL U.S. CITIZENS - Applications will be accepted from all U.S. citizens and will be evaluated under competitive OPM Delegated Examining Authority.

PHS COMMISSIONED CORPS CANDIDATES: See instructions at the end of this announcement.

This Position is in a Smoke-Free Environment

ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.

INFORMATION ON CAREER TRANSITION ASSISTANCE PLANS:

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER THE DHHS CAREER TRANSITION ASSISTANCE PLAN (CTAP).

If you are currently a DHHS/IHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, you may be entitled to Special Selection Priority under CTAP. To receive this Special Selection Priority you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) employee in the competitive or excepted service who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. **YOU MUST SUBMIT A COPY OF THE RIF SEPARATION NOTICE OR CES ALONG WITH YOUR APPLICATION.**
2. Be applying for a DHHS/IHS position that is at or below the grade level of the position from which you are being separated. (Note: If applying for DHHS position outside IHS, employee may need competitive status.) The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting Special Selection Priority. For IHS employees occupying positions at grade GS-9 and above (or wage grade equivalent), Special Selection Priority is extended nation-wide when applying for IHS positions at grade 9 and above.
5. File your application by the vacancy announcement closing date, or within seven workdays after receiving notification of vacancy whichever is longer, and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the qualifications for the position, any documented selective factor, physical requirements and be rated * “well-qualified”.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER OPM'S INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).

Displaced employee means a current or former career or career-conditional competitive service employee, in tenure group I or II, who has received a specific RIF separation notice or meets one of the following conditions cited under 1. A.

If you are a displaced Federal employee you may be entitled to receive Special Selection Priority under the ICTAP. Eligibility expires one year after separation. To receive this Special Selection Priority, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your Special Selection Priority status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Were separated, or to be separated, because they declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting Special Selection Priority.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated * “well-qualified” for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

*“Well-qualified” employees are eligible employees who satisfy all education, experience, and knowledge, skills, and abilities (KSA) factor(s) for this vacant position. Well qualified employees are those who meet the above average range of a four-level crediting plan for all KSA factor(s).

CONDITIONS OF EMPLOYMENT:

1. Full-Time Permanent Position.
2. **IMMUNIZATION REQUIREMENT-** In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.
3. Before hiring, IHS will ask you to complete an “**OF-306 Declaration for Federal Employment**” (OF-306 Revised January 2001) to determine your suitability for federal employment, to authorize a background investigation and to certify the accuracy of all information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed. This form must be submitted within 10 workdays of your tentative job offer. You may submit the completed OF-306 with your application.
4. Applicant must possess and maintain a current State Drivers License.
5. Physical Demands: Walking, lifting and carrying items up to 25 pounds i.e., laptop computers, related attachments and equipment.

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE FOLLOWING ADDRESS: W.W. Hastings Indian Hospital, Human Resources, 100 S. Bliss, Tahlequah, Oklahoma 74464. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN THE HUMAN RESOURCES OFFICE BY 4:30 P.M. ON THE CLOSING DATE.** All applications become the property of the Human Resources Office and will not be returned. Therefore all original documents and the completed application forms should be duplicated before being submitted. **TELEFAXED AND ELECTRONICALLY FILED APPLICATIONS WILL BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms call the Human Resources Office at 918.458.3566. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website – UAJOBS at www.usajobs.opm.gov or IHS Website at <http://www.ihs.gov>. The IHS Website has **current vacancy locations** listed.

FAXED APPLICATIONS: Faxed applications should be sent to 918.458.3644. Applicants are responsible for ensuring that application materials transmit successfully. Vacancy Announcement Number must appear on front page.

EMAIL APPLICATIONS: Applications should be sent as email attachments to: wwh.jobs@mail.ihs.gov

The Vacancy Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources Office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT # TAH 05-16R

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) Resume, or (4) any other written application format. **For (3) and (4) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND" section below.** On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.
2. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defined by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements by closing date of the announcement.**
3. **Copy of latest Personnel Action (SF-50),** if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the **SF-50 proof of Career or Career-Conditional Status** must be submitted.
4. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10 point Veterans Preference, and **SF-15 with all supporting documents.**
5. **A copy of your most recent performance appraisal** (required for current Federal employees).
6. **Narrative Statement,** related to the Quality Ranking Knowledge, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.

7. A copy of college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
8. Copy of current State Drivers License.

ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter-Hours earned).
8. Work Experience (paid and non-paid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet all requirements cited in the following "qualifications required section" within 30 days after the closing date of the vacancy announcement.

QUALIFICATION REQUIREMENTS

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same, however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

QUALIFICATIONS REQUIRED:

EDUCATION

GS-11: Completion of all requirements for a doctoral degree Ph.D. or equivalent degree
OR 3 full years of progressively higher level graduate education leading to such a degree

SPECIALIZED EXPERIENCE

OR One (1) year equivalent to GS-9

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Specialized Experience is progressively responsible analytical or administrative or clinical management or supervisory experience in the health care field. This work may have been performed in an operating health care facility or a higher echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative, clinical, or other service activities, and provided knowledge of the following:

- Missions, organizations, programs, and requirements of health care delivery systems;
- Regulations and standards of various regulatory and credentialing groups; and
- Government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel, and procurement.

TIME-IN-GRADE REQUIREMENTS: MPP candidates must have completed at least one (1) year of service at the GS-9 for GS-11.
Time-in-grade provisions do not apply under ESEP.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: may be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards, whichever is applicable.

EVALUATION METHODS: When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

Ranking KSA's

1. Knowledge of IHS policies, rules, regulations, and procedures, with emphasis on the JCAHO accreditation process.
2. Knowledge of assessment, curriculum development and program design methods and techniques related to adult and workplace education.
3. Ability to recommend and initiate program improvements and modifications to achieve mission goals.
4. Knowledge in use of computer technology to produce reports and conduct surveys.

INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES

Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service and the Oklahoma Area. Applications from Commissioned Corps Officers who wish to receive Indian preference, will be evaluated by the Oklahoma City Area Indian Health Service Personnel Office using the same criteria as that stated in this announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. For information on application procedures for the USPHS Commissioned Corps, please contact **Laura Goddard at 405.951.3742.**

APPLICANTS MUST SUBMIT THE FOLLOWING:

1. Curriculum Vitae: which states Announcement Number, Title and Grade of the job for which you are applying; Full Name, Mailing Address, Day and Evening Phone Numbers; Social Security Number; Work Experience (paid and nonpaid) listing Positions held, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month and year), Hours Per Week and Salary; and Job related Training Courses, Skills, Honors, Awards, Special Accomplishments.
2. Current Licensure Requirements: Refer to Civil Service APPLICATION PROCEDURES of this vacancy announcement for specific documentation, if required for this position
3. A copy of college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education.
4. A copy of current Billet Description. (Active Duty officers only)
5. Verification of Indian Preference: Applicants who wish to receive Indian Preference must submit required documentation as outlined in Civil Service APPLICATION PROCEDURES of this vacancy announcement.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE POSSIBLE CREDIT FOR THEIR INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.

RECRUITMENT CASE FILE CONTACT:

Ramona Dillard
Human Resources Specialist
(SF-52# TAH 05-21465)